



City of Albuquerque

Office of the Mayor/CAO

Jim Baca, Mayor
Interoffice Memorandum

February 12, 2001

To: Department Directors
From: Lawrence Rael, Chief Administrative Officer
Subject: Policy for Purchase or Lease of Copied Equipment

Effective February 1, 2001, the attached policy replaces current restrictions on the purchase or lease of copying equipment. The new policy and procedure provides you with expertise in technology assessment and is intended to help you make the most cost-effective choice possible.

Whenever changes of this extent are made, some "deployment" problems can be expected. We need feedback on your experiences with these new services. If you are unhappy in any way with the service provided, please insure that the Purchasing Division fully understands your concerns. Call Jean Ele at 768-3344 to provide this feedback.

I want to thank the Office Services Improvement Team for their thorough, customer-oriented effort. I'd like to especially commend the effected staff, who realized that business conditions were changing, then worked professionally to develop new services that met City department needs in the most cost effective means possible.



City of Albuquerque

Policy for Purchase or Lease of Copier Equipment

To facilitate the process for acquisition of copier, duplicating and multifunctional devices (not to include printers) and to achieve practical and efficient solutions, the following policy and procedures are established. This policy seeks to comply with Purchasing rules and find solutions that integrate easily into our ISD network system.

Submitting Requests for Lease or Purchase of Equipment

All requests for leases, upgrades of current equipment, or purchases of new equipment must be forwarded to the City Purchasing Division on the City of Albuquerque Requisition and Disbursement Request Form. Contact with an equipment company prior to submittal of the request is not required. If there is contact, however, all pertinent information gathered must be included as an attachment to the request form.

The Purchasing Division will forward the requests to the Internal Services Supervisor to be reviewed. A requirement assessment will be made which may also include consideration of alternatives.

Upon completion of the assessment a recommendation will be made to the user agency. With acceptance, the request can be moved to a Lease Agreement or Purchase with the best provider of equipment and services.

The Office Services Section will establish an avenue of communication for support and services associated with the Lease Agreement or Purchase. Any issues of non-compliance with the vendor will be directed to the Internal Services Supervisor who will act on behalf of the user agency.

Lease Agreements or Purchases may require maintenance and/or supplies agreements. These requirements should be discussed and arranged prior to the completion of an agreement.

Connected Devices

Any device requiring connection to the City Network System, or interacting with City Information Systems, requires pre-approval through the Technical Review Committee (TRC) process.